



McAllister & Quinn, LLC

Director of Federal Affairs

About McAllister & Quinn, LLC

McAllister & Quinn is a consulting firm headquartered in Washington, D.C., that represents over 190 clients across various industries, including associations, nonprofits, higher education institutions, advanced technology companies, corporate and healthcare institutions located across the country. Our team is a highly-experienced group of former senior level congressional staff members, as well as Federal agency, nonprofit, higher education, healthcare, and development professionals. McAllister & Quinn's senior leadership has decades of experience working with Congress to direct funding toward our clients' priorities. In particular, McAllister & Quinn professionals have worked with individual members of Congress and the Appropriations Committees in both the House and the Senate to increase individual budget lines in the annual bills funding the Departments of Defense, Energy, Interior, Health and Human Services, and other key departments and agencies. McAllister & Quinn, helps clients effectively plan, execute, and achieve their Federal funding goals.

Director of Federal Affairs

The Director of Federal Affairs would manage a government relations and lobbying client portfolio for Andrew Quinn, Managing Partner. The focus of the role is legislative client support to include:

- Oversight of government affairs portfolio for national industry associations, healthcare, and defense clients
- Monitoring congressional and administration policy to track and evaluate relevant legislative and appropriations actions, and utilize that information to enhance client government relations agendas
- Analyzing legislation and client issue areas to develop a sufficient level of knowledge to serve as a subject matter expert on those programs for clients
- Preparation of materials for and lead client meetings via phone and on Capitol Hill
 - Proactive engagement with legislative news, keeping abreast of policy updates, hearings, and legislation of interest to clients
- Organizing and managing large scale client fly-ins for a more efficient and productive Capitol Hill presence
- Supporting targeted and strategic business development and forecasting
- Developing weekly policy reports or news briefings on issues of interest for client portfolios
- Independently developing client deliverables, testimonies, and presentations with light supervisory review
- Designing and managing execution of client appropriations requests strategy
- Working closely with the Director of Business Development to coordinate outreach to potential lobbying clients
 - Assist Executive Assistant with all-client business development efforts as needed
- Occasional travel outside Washington, DC area (less than 10%)

Candidate Qualifications

- Minimum of Bachelor's Degree with a preference for policy oriented field
- 5-8 years of Federal legislative experience, and direct appropriations experience
- Strong working knowledge of Congress, federal appropriations, and the legislative process is required



- Self-starter who can organize their time to add value to the team with light supervision
- Superior writing, editing, and communication skills
- Ability to synthesize and accurately summarize lengthy and complex materials
- Strong verbal communication skills via phone, email, and in personal interactions
- Flexible mind able to work on multiple issues in different areas in a single day, every day
- Comfortable researching new topics, gathering information, and distilling research into useful preliminary recommendations on short timeframes
- Detail oriented with strong project management and planning skills
- Strategic, creative, service oriented, and adaptive professional mindset
- Ability to troubleshoot problems when they arise and to work independently
- Very strong proficiency in Microsoft Office, and Adobe, with focus on Outlook, Word and PowerPoint.
- Superior candidates will have held a Legislative Assistant, Legislative Correspondent position, or similar
- Experience with homeland security, defense, and/or healthcare policy issues is a plus

Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday (hybrid in-person/remote)
- Competitive 401(k), medical, vision and dental insurance plans, commuter benefits, healthcare HSA/FSA options, company-funded long-term disability insurance
- Salary will be commensurate with experience
- Flexible vacation and leave policy

